

MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

19 October 1955

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Distribution

Deputy Director (Support)  
Assistant Deputy Director (Support)  
General Counsel  
Director of Communications  
Comptroller  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Audit Staff  
Chief, Commercial Staff  
Chief, Management Staff  
Chief, Medical Staff  
Special Support Assistant  
Chief, Project Administrative Planning Staff  
Assistant for Administration, DD/I

25X1

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1. Colonel White opened the meeting with a call for office comments prior to a discussion of items of business on the agenda.

25X1 [ ] noted that his staff had made progress in speeding up the evaluation of incentive awards suggestions. However, further progress depends largely upon more prompt action by offices receiving suggestions for evaluation if the current backlog of work and over-all processing time are to be reduced. The assistance of office heads in expediting the handling of incentive awards suggestions was requested.

Mr. Reynolds advised that the Consolidated Charities Fund drive was well over the established Agency goal of \$70,000. Only a few offices are short of their goals as of this date.

2. Colonel White announced that Mr. Lloyd and Mr. Saunders will be en route to the Far East on 26 October and that they will be glad to look into special items of interest to DD/S offices in that area if requested. In view of Mr. Lloyd's departure, Colonel White temporarily suspended the individual weekly and biweekly meetings with office heads. However, he will be readily available to office heads upon call for discussion of office problems. Regular weekly DD/S staff meetings will be continued.

Office heads were requested to make sure that all papers submitted to the DD/S for signature are thoroughly staffed out and recommended action clearly set forth at the conclusion of the paper. The recent directive calling for papers submitted to the DCI or DDCI for approval or disapproval to contain a clear brief of the recommended action in the final paragraph applies to similar papers submitted for DD/S signature.

Weekly reports submitted exclusively to the DD/S are to be discontinued for the present. In the meantime, office heads were requested to give thought to the future submission of more meaningful statistical reports.

3. Colonel White spoke briefly of discussions held with the Bureau of the Budget officials during the first of the week. The subject of meaningful periodic and specific reports is related to these discussions. Colonel White noted that his offering to the Bureau of the Budget contained far too many platitudes and a notable absence of the concrete, i.e., specific examples of dollar savings, personnel economies, etc. He requested that more attention be given to the reporting of dollar and personnel savings and procedural improvements in periodic or separate reports.

4. There being no further business, the meeting was adjourned.

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